



Verification	Originator	Approved	Issued
Initials	ADS	ST	ST
Date	8/15/2014	12/11/2014	12/15/2014

### Title: COFL-ED-4.4.4-3 Documentation Checklist

**Person responsible:** ESMS Coordinator

**Area of application:** Fleet Fenceline

**Document location:** [www.fortlauderdale.gov/ESMS](http://www.fortlauderdale.gov/ESMS)

#### Revisions

Rev. No.	Date	Description
001	10/13/15	Removed the word "core" from document since all procedures are necessary. Changed "Facility" to "Fenceline"
002		

#### EMS Documentation Checklist/Review

EMS Documentation Checklist/Review		Conformance/Comments and Actions
1.1	Does the City of Fort Lauderdale Fleet Fenceline's procedures describe the elements of the ESMS and their interaction?	Yes
1.2	Do the procedures provide direction on where to obtain more detailed information relating to the operation of specific parts of the ESMS? If not, will an ESMS Manual need to be developed?	Yes
1.3	Are the procedures integrated, as appropriate, with the documentation of other systems implemented by the City of Fort Lauderdale's Fleet Fenceline?	Yes. Necessary documents from contractor have been added to the ESMS – especially in Emergency Preparedness.



1.4	Can employees access the procedures and operational control(s) they need?	Yes. Deputy Director of Parks & Rec as well as the FF Team members have read-only access to documents.
1.5	Is there a process for developing and maintaining the procedures?	Yes. In conjunction with discussion at management reviews (as needed), these procedures are reviewed in an annual review.
1.6	Are procedures identified, documented, communicated and revised?	Yes. Documents are shared with FF Team, staff and contractors
1.7	Ensure that documents of external origin determined by the City of Fort Lauderdale to be necessary for the planning and operation of the ESMS are identified and their distribution controlled. This may include equipment and product service / maintenance information, owners manuals, and installation instructions (either hard copy or electronic).	Necessary documents of external origin are stored at either the Fleet Services office, FVS office or FF Team member's office at the Fenceline.
1.8	Is there a written description of the scope or fenceline for the ESMS?	Yes, please refer to the document COFL-FF-4.1-1 Fleet Fenceline Site Plan Map.